

IN THE COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA

IN RE: Electronic Filing of Documents
During Judicial Emergency

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CP-14-MD- 512 -2020
39 MM 2020

ADMINISTRATIVE ORDER

AND NOW, this 19th day of March, 2020, in light of the COVID-19 Public Health Emergency in Pennsylvania, and the general Statewide Judicial Emergency declared by the Supreme Court of Pennsylvania, the Court Orders as follows:

1. No court filings shall be accepted by the Prothonotary/Clerk of Courts by in-person delivery except for emergency matters.
2. All filings with the Prothonotary/Clerk of Courts that would ordinarily be required to be made either in person or via U.S. Mail may be made via e-mail at the following address:

a. Prothonotary-orders@centrecountypa.gov

3. Each document filed shall be transmitted as a .pdf attachment. Scanned signatures will be accepted as originals. Each filing e-mail shall be copied to: (i) all persons to whom service copies would ordinarily be sent via U.S. Mail.

4. The requirement for the immediate payment of filing fees will be suspended for all filings completed by e-mail under this Order. The Prothonotary/Clerk of Courts shall keep a log of all filing fees owed, which shall be due and payable upon invoice.

5. The Prothonotary/Clerk of Courts is hereby directed to monitor the inboxes for the above e-mail address regularly for the receipt of electronically filed documents. Upon receipt, the transmittal e-mail and all attached documents shall be printed and then filed as if received in hard copy, except that the notation "Filed by Email" shall be added next to the timestamp.

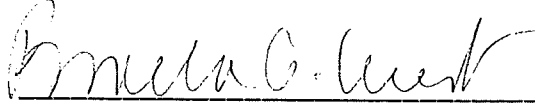
6. All documents received at the Prothonotary-orders@centrecountypa.gov address after 4:30 p.m. will be timestamped the following business day.

FILED FOR RECORD
2020 MAR 19 PM 4:19
JENNIFER S. BREON
PROTHONOTARY
CENTRE COUNTY, PA

7. It is the responsibility of the filer to ensure the document has been received by the Prothonotary/Clerk of Courts. The Prothonotary/Clerk of Courts is not responsible for any electronic e-mail malfunctions to the Prothonotary-orders@centrecountypa.gov email address.

8. This Administrative Order shall be effective as of March 20, 2020 and shall continue in effect until terminated by the Court.

BY THE COURT:

A handwritten signature in cursive script, appearing to read "Pamela A. Ruest", written over a horizontal line.

Pamela A. Ruest, President Judge